Vendor Registration

Guideline For Vendor Registration And Vendor Eligibility

Company Registration

The U.S.Embassy is pleased to announce that registering with The U.S.Government is now a "One-Step" fully "On-Line" process. This provide vendors with a powerful yet easy to-use tool to prepare and submit an on-line application for registration with The U.S.Government.   The U.S.Government does business only with duly registered companies.

Vendor Registration Form

Meeting the Registration Criteria: It is highly recommended that your company prepare in advance to meet the registration criteria for applying on-line in order to efficiently process your application. Depending on the Level of Registration being applied for, the documents listed below should be ready for uploading in Adobe Acrobat .pdf file format. Other basic information such as full name of owners and principals, address, contact information, telephone, e-mail, etc. will be requested through the on-screen application form.

To register as a U.S.Government Vendor, a business or, a sole proprietor must complete and submit mentioned below forms:

The Federal Acquisition Regulation (subpart 4.11) requires that contractors be registered in the CCR database prior to being awarded a contract. Detailed information about CCR is available online at www.ccr.gov. The CCR Customer Assistance Center can be contacted toll free at 1-888-227-2423.

What is CCR?

- CCR is the primary vendor database for the U.S. Federal Government.
- The information in CCR is entered and maintained by each vendor.
- Each vendor is responsible for the accuracy and currency of their information.

- CCR validates the vendor information and provides a secure central database for use by Federal Government agencies.

Registration in CCR

- The **preferred** method for registration is via the web at www.ccr.gov. A CCR handbook, a copy of the registration template, and online information about the registration process and information required are available at that site.
- Vendors may register by submitting the registration template to the Department of Defense, Central Contractor Registration, 74 Washington Ave. N., Suite 7, Battle Creek, MI 49017-3084.

Registration Process

- The first step is to obtain a Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B).
- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at ccr.dnb.com/ccr/pages/CCRSearch.jsp.
- Obtaining a DUNS number through this process is free of charge.
- When you obtain a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list.
- Once you have a DUNS number, you can begin the CCR registration process.
- If registering online, go to www.ccr.gov - select "Start New Registration." You will need your DUNS number to start this registration.
- If registering using the paper copy of the registration template, complete the form, including your DUNS number, and mail to the address indicated above.

Access to the CCR Database — Caution regarding TPIN number

- The CCR is designed to be a highly secure, single repository of vendor information.
- Vendors are required to enter financial information into CCR for the purpose of facilitating payments through electronic funds transfer. Only authorized Government representatives or the vendors themselves can access this financial information.
- Once registration is complete, each vendor receives a Trading Partner Identification Number (TPIN) that is his/her secure/confidential password. The TPIN should NOT be used on contracts or other Government

paperwork. The TPIN is the vendor's confidential password to allow the vendor to access his/her data in the CCR database. Vendors need both their DUNS number and TPIN number to access their data. At a minimum, vendors will need to access their data annually. Vendors must renew/update their data annually to keep their CCR registration active.

Please note that registration in CCR does not guarantee business with the Federal Government.

Online Representations and Certifications Application (ORCA)
What is ORCA?

- ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the FAR representations and certifications required by solicitations.
- With ORCA, vendors have the ability to maintain their representation and certification information via the web at orca.bpn.gov.
- Representations and certifications completed in ORCA will not need to be submitted with each offer (proposal or bid). Solicitations will include a provision that allows vendors to certify that their representations and certifications in ORCA are current, complete and accurate, or to list any exceptions/changes to those certifications.

Vendor Registration in ORCA

- To register in ORCA, you need to have an active Central Contractor Registration (CCR) record, a Marketing Partner Identification Number (MPIN) from your CCR record, and know your DUNS number.
- Detailed information regarding ORCA and how to submit records is available on the ORCA website at orca.bpn.gov under Help and FAQs.
- The ORCA website can be found by going to **http://www.bpn.gov** and clicking on "Online Reps and Certs" on the left side of the screen.

➢ **Joint Contingency Contracting System (JCCS) form**, - Joint Contingency

Contracting System (JCCS) is a real time contract data repository and reporting tool for reconstruction and general contracts in Iraq and Afghanistan. It is *used for Host Nation and Non-Host vendor registration, solicitations posting and proposal receipt.*

To register in the Joint Contingency Contracting System (JCCS), follow the link located at https://www.jccs.gov/olvr/ .- The JCCS site is for looking up

information that shows that the vendor has been verified as a legitimate entity in the country.

The vendor is required to submit references, company profile, brochures and catalogs in English. The documents should be in Acrobat PDF format and submitted at the following e-mail: KabulGSOProcurement@state.gov along with

NATO Commercial and Governmental Entity (NCAGE) Code (Optional but suggested) http://www.dlis.dla.mil/Forms/Form_AC135.asp

The Commercial And Government Entity (CAGE) Code (Optional but suggested) http://govwin.com/knowledge/cage-codes

, and

Australian Information Security Association (AISA) Code (Optional but suggested),

Please note that this is one time exercise to get more and more business from U.S.Embassy Kabul.

If you have access to internet, then the fastest way to obtain a DUNS number is to request one by going to (http://ccr.dnb.com/ccr/pages/CCRSearch.jsp).

Within 48 hours D&B will contact you via electronic mail with your DUNS number. This is what you should do:

1)   Go into http://ccr.dnb.com/ccr/pages/CCRSearch.jsp
2)   Choose your country of residence / location of company. (You need a separate DUNS # for each location / subsidiary.)
3)   You will then be taken through a short screen of information to ensure DUNS # does not already exist. Click "SUBMIT" to start the check. (If an existing DUNS # is displayed, please check the details, and if correct, provide the number to the RPSO agent who contacted you.)
4)   Click on "REQUEST A NEW DUNS NUMBER". This takes you to the registration page where you will have to fill out info about your business. Some fields are optional, e.g. you do not have to provide financial information.
5)   Under "organization information" you have to enter "primary SIC code". To find your code, go to website http://www.osha.gov/pls/imis/sicsearch.html

6) Also under "organization information" you have to submit your "socioeconomic data". If you are not a U.S. American company (or individual located in the U.S.), please choose "no special ownership status".

7) Click SUBMIT YOUR REQUEST. Within minutes you will receive a confirmation to the e-mail address you provided. The actual number will be provided within 48 hours.

To see other Federal Business Opportunities, follow this link https://www.fbo.gov/

Evaluation of quotes and proposals: Each application will be evaluated by the U.S.Embassy on the basis of compliance with the pre-requisites for eligibility disclosure, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor.

Familiarize yourself with the Government's contracting procedures.
Be familiar with Federal Acquisition Regulations (FAR) https://www.acquisition.gov/far/loadmainre.html and the Department of State Acquisition Regulations (DOSAR) http://www.statebuy.state.gov/dosar/fullscreen.asp. You can also get access to other Federal agency FAR supplements from their respective web pages.

Change of Company Status/Information: When the status of your company changes from the time of registration, you are required to update your company profile by submitting the most current and valid copy of the document issued by your public authority that confirms said status without delay.

In additions to above, vendor must complete and submit a vendor registration form as linked below, with U.S.Embassy, Kabul Afghanistan and provide the required support documentation referred to on the form. If a company wants to do business with the Embassy, it must be able to present a copy of the company's registration with the pertinent Afghanistan ministry of economic or AISA.

Vendor Registration For Vetting (DS form 4184)
Based on the Award Security Policy of U.S. Government all companies who are at the competitive range for a solicitation will be vetted – If the company is at the competitive range. Special Vetting form and all instructions for submission will be provided to the respective company by the GSO Procurement Section of the U.S. Embassy Kabul, Afghanistan